

Procurement Systems & Resources

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Overview

- Systems
 - DocuSign
 - Proc Plan System – *New!*
 - WISBuy
- Resources
 - SBOP Website



DocuSign

eSignature System



DocuSign: New Contract Details!

Previous Contract

- Exp. 11/11/2020
- Unlimited envelopes
- Unlimited seats
- Includes UW System campuses
- Payment included in agency's procurement assessment based on percentage of Ch. 16 spend

New Contract

- Exp. 11/2021
- Unlimited envelopes
- Unlimited seats
- Includes UW System campuses (last year for this)
- Payment included in agency's procurement assessment based on percentage of Ch. 16 spend
- Some cost increase over last year





DocuSign: Benefits

- Cuts down time for collecting signatures
 - Can respond via computer, tablet, or cell phone
 - Can track envelopes, see where they get held up
 - Automatic reminders
- Recipients don't need an account, only need an email address
- Very user friendly, training not required, helpful guides available
 - Lots of videos available from DocuSign University



DocuSign: Most Helpful Tips

- **Single Sign-On** available for campuses (sorry agencies!)
- Use **Templates** to save time sending envelopes, standardize routing
- Use **PowerForms** to post a form online
- Use **Signing Groups** when it doesn't matter which group member completes the actions
- **Share Envelopes** (supervisors) vs **Transfer Envelopes** (employee leaves)
- **Brands** let you have different logos, colors within an account
- Use **Groups** to easily share templates, assign brands



DocuSign: Resources

From SBOP

- [Wisconsin eSignature User Guide \(DocuSign\)](#)
- [Wisconsin eSignature Admin Guide \(DocuSign\)](#)
- [Wisconsin eSignature Template Builder Guide \(DocuSign\)](#)

From DocuSign

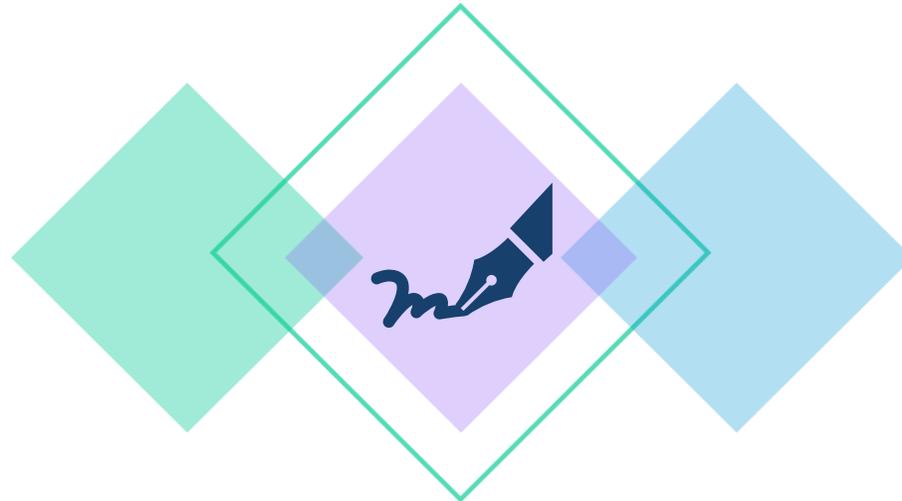
- [DocuSign's Official User Guide](#)
- [DocuSign University](#)
- [DocuSign's Support Page](#)
- [DocuSign Video: How to Sign a Document](#)





How Do I Get Access to DocuSign?

- Many campuses and agencies already have DocuSign accounts
 - Check with your agency's DocuSign Admin to request an account
- Unsure who that is?
 - Email DOAWisPro@wisconsin.gov and we can help you figure it out



DocuSign Questions?



Proc Plan System

<https://rpa.wi.gov>



Proc Plan System: <https://rpa.wi.gov>

The screenshot shows the Procurement Request Portal website. At the top is a black navigation bar with white text for 'Home', 'Users', 'Stats', 'Help', 'Log Out', and 'Admin'. Below the navigation bar is the main content area with a white background. The title 'Procurement Request Portal' is in large, bold, black font, followed by the subtitle 'Automated Approval of Special Purchasing Requests' in a smaller, grey font. A horizontal line separates the header from the main text. The main text consists of three paragraphs: a general overview, a detailed description of RPA requirements, and a note about the Help tab. Below the text are four rounded rectangular buttons: a blue button for 'RPA', a purple button for 'IT or Private Consultant', a dark red button for 'Procurement Plan', and a grey button for 'No Access to Procurement Service Request'. Each button contains its title and a brief description of its function.

Home Users Stats ▾ Help Log Out Admin

Procurement Request Portal

Automated Approval of Special Purchasing Requests

The Procurement Request Portal provides a streamlined way for state agencies and UW campuses to submit, track and receive approvals.

RPA's are required to support certain procurement transactions under current Wisconsin state law. More information about RPA's and applicable policies and procedures can be found in the [State Procurement Manual](#) or in the [RPA Practical Guide](#) IT or private consultant purchases over \$150,000 require approval of the DOA Secretary per Executive Order #288.

The Help tab includes links to additional information.

- RPA**
(Waivers, Legal Service, Vehicle, Collectives)
All Agencies and Campuses
- IT or Private Consultant**
Purchase over \$150,000
Agencies Only (no Campuses)
- Procurement Plan**
Procurement Plans for agencies and campuses
- No Access to Procurement Service Request**
Procurement Service Request for CAPS Agencies

Proc Plan System: Resources & Access

- If you have access to the Automated RPA System, then you'll have access to the Proc Plan System once it's launched
 - Check with your procurement director before requesting access
- For detailed registration instructions once it's launched, visit the Help Page on the system website (<https://rpa.wi.gov>)
- The Proc Plan User Guide will be available soon
 - Will be posted on the Help Page and on the SBOP website
- For additional support, email us at DOAWisPro@wisconsin.gov



Proc Plan System Questions?



WISBuy

Electronic Marketplace





WISBuy

- Electronic marketplace for State of Wisconsin
 - All catalogs available on WISBuy are “on contract”
 - Shop from multiple vendors on many different contracts with a single login
- Recent updates to WISBuy
- Cleaning Supplies enablements
- Future plans: Enabling agency contracts



WISBuy PCard Marketplace: <http://wisbuy.wi.gov/>



SIGN IN

Enter your User Name and Password. If you forgot your password, click the [Forgot your Password link](#).

Are you an existing user?

User Name *

Password *

[Forgot your Password?](#)

SIGN IN

Set up an account

WISBuy is a site for State Agencies, UW Campus and municipalities to;

- Shop from multiple State contracted suppliers at one time
- Search, find, and compare products

Use the [WISBuy User Guide](#) to help you set up your profile.

CREATE ACCOUNT

POWERED BY
JAGGAER

WISBuy

- For WISBuy access, please check with your agency's WISBuy Admin
- You can also email our team at email us at DOAWisPro@wisconsin.gov



WISBuy Questions?



SBOP Website

<https://doa.wi.gov/procurement>



SBOP Website: <https://doa.wi.gov/procurement>

The screenshot shows the homepage of the State Bureau of Procurement (SBOP) website. At the top, the title "State Bureau of Procurement" is displayed in a large, dark blue font. Below the title is a short introductory paragraph: "The State Bureau of Procurement (SBOP) is part of the Wisconsin Department of Administration and administers the procurement laws, policies and procedures of the state on behalf of all agencies and campuses." The main content area features six large, white rectangular buttons arranged in a 2x3 grid. Each button contains a blue icon and a text label: "State Agencies & Campuses" (with a gear icon), "Suppliers" (with a bookmark icon), "Municipal Governments" (with a sunburst icon), "Policy & Forms" (with a bell icon), "Special Programs" (with a play button icon), and "Resources" (with a document icon). Below this grid is a vertical list of four dark grey buttons with white text and a plus sign on the right: "Contract Tools", "Announcements", "Contact Us", and "About Us". The footer is a dark blue bar containing the text "Contact Us" and "Legal/Acceptable Use" in white, followed by "Copyright © State of Wisconsin All Rights Reserved" and social media icons for YouTube and Facebook.

State Bureau of Procurement

The State Bureau of Procurement (SBOP) is part of the Wisconsin Department of Administration and administers the procurement laws, policies and procedures of the state on behalf of all agencies and campuses.

- State Agencies & Campuses
- Suppliers
- Municipal Governments
- Policy & Forms
- Special Programs
- Resources

- Contract Tools
- Announcements
- Contact Us
- About Us

Contact Us [Legal/Acceptable Use](#)
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Website & Resources Questions?



Contact us at
DOAWisPro@wisconsin.gov

